

Title: Risk Assessment

Approval by: Principal

1 Scope

The school shall assess the risk for quality failure or undesirable events by:

- Identifying possible undesirable events or situations
- Evaluate the consequences of these
- Estimate the probability of their occurrence
- Evaluate whether the risk is acceptable

The risk assessment shall be followed by an action plan to correct situations which are deemed to have an unacceptable risk. Both the assessment and the action plan are the responsibility of the Principal, but are managed by the Control Group (see QD 1.4).

Following the establishment of the first risk assessment, the assessment shall be updated when the conditions under which the school operates change significantly. Examples may be: New or changed laws and regulations, a new financial situation, major staff changes, move to a different location.

2 Risk assessment

Risk is the product of the consequence and probability of an undesirable event. Risk shall be evaluated and reported by using the matrix shown in appendix 1.

Two sets of risks are evaluated:

- Failures caused by laws and regulations not being followed
- Failures due to incorrect quality assessments

The first of these may be caused either by deliberate negligence or by lack of insight. The second may occur when parameters used for follow-up are unreliable. This may be caused by errors of methodology or deliberate misuse of established methods.

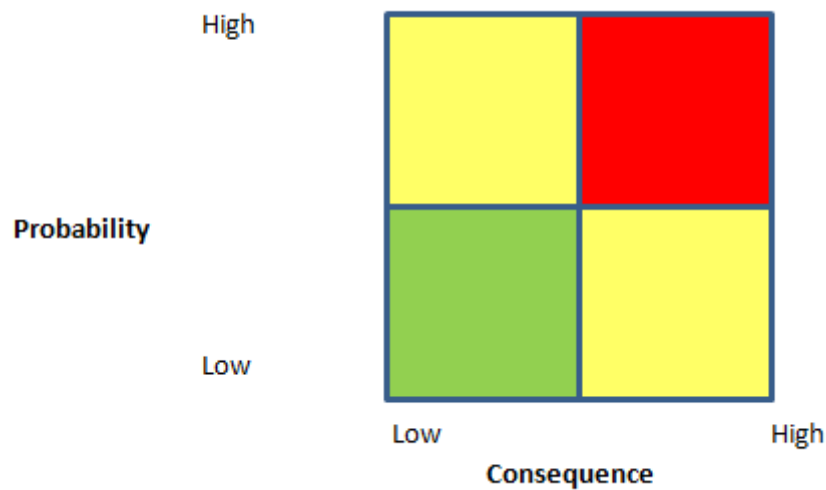
Separate assessments and action plans shall be established for both these risk groups. The assessment is done by using the form shown in appendix 1, which also includes a form for action plans. The action plan includes only those risks that are deemed unacceptable.

Assessment of physical risks (fire, acts of violence, health risks etc.) and security (theft, vandalism) are addressed in the documents on health, safety and security.

Risk assessments are used for any trip or activity outside of the school (see appendix 4)

Appendix 1

Risk reporting matrix, generic example:



Judgment is used to place each event in the right quadrant. Green is an acceptable risk, yellow needs monitoring, red requires action.

Appendix 2

Form for risk assessments:

Situation or event	Consequence	Probability	Assessment
Description of the possible situation or event that could occur	Description of the consequence and assessment of the severity of the situation occurring (between small or catastrophic consequence)	Between a very high or very low probability that the situation could occur	Is there an acceptable or unacceptable risk?
Situasjon eller hendelse	Konsekvens	Sannsynlighet	Vurdering
Beskrivelse av mulig situasjon eller hendelse som kan oppstå.	Beskrivelse av konsekvens og vurdering av alvorlighetsgrad (mellom liten konsekvens og katastrofal konsekvens)	Mellom svært høy eller svært lav sannsynlighet for at situasjon oppstår	Ta stilling til om det foreligger akseptabel risiko eller ikke-akseptabel risiko?

Form for follow-up of risk assessments (action plan):

Situation that can occur	Action that prevents the situation from occurring	Responsibility	Deadline
Situasjon som kan oppstå	Tiltak som forebygger at situasjon oppstår	Ansvar	Frist

Appendix 3

An initial list of events which may be evaluated

Most of this list is from the KFF-KSS system. It will be used to generate ideas for the initial risk assessment. *This appendix may be deleted once the initial assessments are completed.*

Laws and regulations not being followed

Acts of negligence or omission

- Cultural differences
- Stressful work situation, compliance activities not prioritized
- Insufficient acceptance of the quality system and procedures
- Child protection requirements

Lack of insight, information or knowledge

- Insufficient training of employees performing critical tasks
- Hiring of unqualified staff (management, admin. support, teachers, ...)
- Turnover too high, too little collective competence
- Change in rules and regulations not passed on to affected personnel
- Insufficient resources to keep up-to-date on laws and regulations
- Lack of clarity in procedures (internal and/or external)
- Changes in laws and regulations not implemented in internal rules

Incorrect quality assessments

There may be errors or inaccuracies in any of the following measures:

- National test results
- Financial reports
- Bullying reports
- The student survey (Elevundersøkelsen)
- The statistics on skoleportalen.no
- Sick leave statistics
- Student number forecasts

Incorrect measures may occur because of:

- Deliberate misinformation (students not doing their best at tests, or not giving honest answers in the survey, cheating, false bullying reports, financial fraud or embezzlement, hacking of results)
- Unpleasant information being avoided or withheld (bullying not reported, poor students calling in sick on test days, improper assistance from teachers during tests, non-conformances withheld from management or board attention)
- Inaccuracies in the methodology (sick leave because of other issues than illness, large margins of error because of few students, students being signed on for next school year without a real commitment, delays in billing or accounting, low and unrepresentative participation in survey, peer pressure)

Appendix 4

Risk Assessment form

See G-drive of Staff folder (To be uploaded here)